

# HOW TO GET YOUR DA/COMMAND PHOTO

**Location: Camp Atterbury Joint Maneuver Training Center (CAJMTC)**

**UPDATED 27 FEBRUARY 2013**

Photo appointment slots are available Tuesday through Thursday.

**Walk-ins are no longer available.**

**Soldiers:** Please review AR 640-30 for any further guidance, including soldier responsibilities.

All users are required to log onto [www.vios.army.mil](http://www.vios.army.mil) in order to register for a DA Photo. Step by Step instructions follow:

**\*Note:** Users are required to select the location of the DA Photo lab within VIOS, not where their unit is located.

1. Insert CAC card and go to [www.vios.army.mil](http://www.vios.army.mil)
2. Click on the Eastern side of the United States, enter CAC Pin #
3. Select "New User", if you are a new user and then select Indiana ARNG from the dropdown.

**3a\*** *If you are an existing user (most Title 10 personnel), you will need to permanently transfer your VIOS account to Indiana ARNG. To do this, log in and click on "my profile" on the top right side. On the "update profile" screen, select "permanently transfer my VIOS account" on the top right side. The new installation will be Indiana ARNG. Level 1 will be Indiana National Guard, and Level 2 will be CAJMTC. (Camp Atterbury)*

4. Select work request and fill in required information
  - 4a. for organizational level, select Indiana National Guard
  - 4b. for organizational level 2, select CAJMTC
  - 4c. check the box that says "shipping address is same as above"
5. Justification = DA Photo, check "photography" radio button, type of photography = DA Photo, fill in additional requirements (i.e. promotion board, etc)
6. Select Studio, "CAJMTC", and then Appointment date and time, click next
7. Leave special instructions blank, click next
8. Click "Submit", and then close

**You are now registered for a DA Photo!**

**Photo Lab POC's**

812-526-1499 x1611 - NCOIC

812-526-1499 x1740

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